

AMENDMENT #2
RFP 110118

OTTER CREEK OUTDOOR RECREATION AREA CAMPGROUND

REQUEST FOR PROPOSALS FOR A CONTRACT TO OPERATE AND MAINTAIN A
CAMPGROUND AND ASSOCIATED FACILITIES AT THE OTTER CREEK OUTDOOR
RECREATION AREA,
MEADE COUNTY, KENTUCKY

- I. **Amend all references to the proposal due date to **November 21, 2018** and the Oral Presentation Date to on or by December 7, 2018. With the revised Calendar of Events as follows:**

| TASK | DATE |
|---|---|
| Release of RFP | On or about September 21, 2018 |
| Deadline for Written Questions | October 5, 2018 |
| Offeror's Conference | October 10, 2018 at 11:00 a.m. EDST |
| Proposals Due | November 21, 2018 at 11:00 a.m. EDST |
| Oral Presentations | <u>If determined necessary</u> , short list number proposals to no more than three (3) based on score and oral presentations to be scheduled on or by December 7, 2018 |
| Contract Award | Upon signature of Lease by the Secretary of FAC |
| Full Operational Implementation of Contract Terms by Selected Offeror | On or before _Prior to the Spring 2019 opening (March 2019) |

QUESTIONS AND ANSWERS, Including the Offeror's Conference Questions on October 11, 2018

1. Is the Kentucky Department of Fish and Wildlife Resources trying to sell Otter Creek Park?

No, the Request for Proposals is only to operate and maintain the Otter Creek Campground via a lease agreement. No portion of Otter Creek Park is being offered for sale.

2. Is the purpose of the lease for an outside entity to maintain the campground and generate revenue?

Yes. As well as to provide customer service.

3. If so, will a portion of that revenue have to be paid to the Kentucky Department of Fish and Wildlife resources?

Yes, the purpose of the lease is for the Kentucky Department of Fish and Wildlife Resources to shift the responsibility of operation and maintenance of the Campground to a private entity. Part of the ranking of bids will include the rate or percentage paid to KDFWR.

4. Are there any additional fees on top of the \$250 monthly fee, and also can the \$250 fee to be paid and I lump sum at the beginning of each year?

There are no other fees except for the water and electric bills. The \$250 maintenance fee can be paid in one lump sum at the start of each year.

5. How many employees are on site now and what are their hours and wages?

There is one full-time person Wednesday through Sunday 9 to 5, an extra staff person on the weekends, one part-time employee for mowing, and several volunteers who mow and pick up trash. Full-time person/ administrative assistant: \$11.224/ hour; Extra staff/ part-time employee/ laborer: \$8.435/ hour.

6. How long is the process for approval of price changes?

Approval for price changes may take several weeks depending on the work load in the Commissioner's Office.

7. Where can the last five years of profit and loss statements be found?

Gross income of campground can be found in Exhibit D- Historic Financial Information.

8. Do existing employees get special consideration when successful offer takes over?

No, employees of KDFWR will not receive any special consideration for the campground.

9. What is state minimum-wage and does the Commonwealth have a specific wage that has to be paid to employees?

Kentucky's minimum wage is \$7.25/ hour. Employees must be paid within the positions pay grade scale.

10. Is there a timeframe on when renovations have to start?

Improvements/ furnishings and service levels are to be at a minimum consistent with and equal to the KOA guidelines/ specification, within three (3) years of operation of the campground facility.

11. Who maintains the website and social media, if not the successful offer and how fast can updates be made?

Otter Creek ORA currently has a Facebook page that is operated by our Information & Education Division. The successful bidder will need to create a separate page for the leased campground. Events and announcements can be posted onto the current Facebook page at the discretion of I&E Division Facebook Administrator. Updates can be added to the page within two business days (Monday- Friday).

12. What is the policy and fees for early termination of lease?

Please see the sample lease: SECTION 18. Default; Termination. There will be an early termination fee added to the lease which will require a full season's payment based on the income from the prior year, plus a ten (10%) percent penalty.

13. Can employees live on the property?

Employees may stay within the campground but must have a permanent residence at another location. All mail for campground must go to a local PO Box. No mail should be sent to our office address.

14. Who sets up the escrow account?

The successful bidder at a Kentucky bank.

15. Are the individual campers liable for their own pets?

Yes. Pet owners are liable for their own pets. Please see page 11 in the RFP.

16. Are there already damages to the buildings are grounds and if so what are they?

The campground does not have any known damages to buildings and grounds.

17. Are there any special considerations for certified minority owned and/or service connected disabled veteran owned offerors?

Pursuant to KRS 42.0146, Service Disabled Veteran Owned Businesses (SDVOBs) are not given preference in public procurement. The main benefits of the SDVOB program, as it currently exists, are to provide an official certification that can be used by SDVOB businesses for marketing purposes and for out-of-state business purposes (see <https://finance.ky.gov/initiatives/sdvosb/Pages/default.aspx> for more information on the program). Minority-owned Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) are also not given preference in public procurements and as that program is

similarly focused on providing marketing and out-of-state business benefits to eligible businesses.

18. Who is responsible for issuing the hunting and fishing licenses? Do we take payments for them?

Hunting and fishing licenses can be purchased online or at any license vendor across the state. The successful bidder would have the option to become a license vendor but it would not be required.

19. Will the takeover be only for the campground or the park?

The campground only. Otter Creek Outdoor Recreation Area is owned and operated by KDFWR.

20. Are there species or plants that need to be considered if building improvements in the campground?

All building improvements, and removal of vegetation/ trees must receive written approval by KDFWR.

21. Any improvements in the campground must be submitted and approved on a case by case basis.

Otter Creek ORA is a state-owned property that has federal restrictions on removal of trees between the date of April 1st and November 14th of each year.

22. What is the number of staff at the campground and what are the current hours of operation?

Once the lease is in place all staffing of the campground will be the responsibility of the vendor. Currently there is one full-time person Wednesday through Sunday 9 to 5, an extra staff person on the weekends, one part-time employee for mowing, and 1 number of volunteers who mow and pick up trash.

23. Will campers be able to use amenities outside of the campground in Otter Creek Outdoor Recreation Area? If so, will they have to pay?

Amenities may be used during the hours of operation. They will need the appropriate Otter creek permits.

24. From the Garrettsville picnic area on Otter Creek, how far is it to the river?

Otter Creek is actually 5.84 miles long from HWY 1638 to the Ohio River.

25. How much was the conference center used when it was open?

KDFWR does not have historical information when Louisville Metro operated Otter Creek Park.

26. If the river floods, is there a flooding concern for the campground?

There is no concern with river floods for the campground. The river would have to rise 300 feet before reaching the boundaries of the campground.

27. Is the equipment such as the gator at the campground included in the offering?

No, the all-terrain vehicles will be relocated out of the campground.

28. In the campground, what does the guest host do?

The guest host picks up trash, clean bathrooms, and generally helps with questions outside of normal business hours. Future duties of a guest host would be defined by the successful bidder.

29. Will the playground equipment located at the front of the campground remain and be a part of the offering?

The playground equipment will stay in the front of the campground or will be moved to an adjacent location that's accessible to the campers within walking distance. The campground equipment was not offered in the RFP but campers may use the equipment.

30. If the successful offeror wish us to add playground equipment is that possible?

Additional playground equipment may be added with the approval of KDFWR.

31. Is a security guard required 24 hours a day at the campground?

The successful offeror must have staff within the campground at all times to provide security for the campers.

32. Is there a camper dump site within the campground? If so, what is the capacity?

The Kentucky Department of Fish and wildlife resources believes the dump station can hold up to 2000 gallons but it was installed by the previous owner and that is not confirmed. The dump station is being offer as-is.

33. When are proposals due?

November 21, 2018

34. In the primitive campsite section, where are the water only sites?

No sites in the primitive C section has water.

35. When will the new entry doors to the bathhouse in section B be installed?

New doors on bath house F will be installed at the earliest on October 18th, 2018.

36. How many equestrian sites are located in the equestrian section? Do campers bring their own horses?

There are four equestrian sites in the equestrian section, but they can be used by campers without horse trailers. Campers bring their own horses to the campground.

37. Will campground patrons have to pay the entry fee at the gate?

Yes unless the alternate entrance can be established or something can be negotiated.

38. Where is the second entrance mentioned in the RFP? Will that be utilized?

The second entrance (not maintained or used) is located between the four electric cabins and the equestrian section in the campground. The use of this entrance would be available at the sole expense of the successful offeror and with the permission of KDFWR.

39. For the items sold at the campground store, do they have to be purchased through the state or from a particular vendor(s) to be sold at the campground?

Items sold at the campground store may be purchase from any vendor by the successful offeror.

40. It was noted that breakers were tripped at the campground last weekend or on occasion and caused brief power outages. Will anything be done to make sure this doesn't happen in the future?

Electrical breakers will trip in the campground occasionally but doesn't happen often. High electrical usage due to hot weather causes breakers to trip mostly. Electricians have checked the breaker boxes several times without finding any electrical issues.

41. Given the RFP mentions being open March 1, 2019, can the campground be set up in advance?

The intention is for the successful Offeror to have the campground open and operating March 1, 2019 but terms and timelines will be determined in the final lease. Campground set up can begin as soon as the lease is signed and in effect.

42. Will the Kentucky Department for Fish and Wildlife Resources assist in transition/training? If so, for what time frame?

KDFWR will be available to provide information but we will not provide training.

43. Will the signage currently in the campground remain so that it may be used by the successful Offeror?

The signage will stay in the campground but all KDFWR emblems must be removed by staff before successful offeror takes control of leased property.

44. What is the current list companies who provide utilities including trash, pumping the dump station and the portable bathrooms?

Trash- Waste Management, Septic Pumping- C & C Portables, Portajohns- Rumpke

45. Other than utility related vendors, are there any other vendors who currently provide services to the campground?

Electrical repairs- Pike Electric, Water line/ valve repairs- Advanced Mechanical

End of Amendment #2, RFP 110118